

The City of Renton is accepting applications to fill the position of:

HUMAN RESOURCES ANALYST

Salary Range: \$4,574- \$5,574 per month (2008 Range)

Date Opened: November 9, 2007

Date Closed: November 30, 2007

APPLICATION PROCEDURE:

To be considered for this position in the Human Resources & Risk Management Department, complete and return a **City of Renton Application** and **Supplemental Questionnaire** on or before 5:00 p.m. on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057. Postmarks are not accepted.

Applications may be obtained by using the following options:

- Download an application from the City's website, www.rentonwa.gov. Click on Working, then City Jobs Available;
- Request an application via email at bsandler@ci.renton.wa.us;
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

NATURE OF WORK

Primarily responsible for performing technical work in recruitment, testing, and selection. May also perform technical work in areas of classification analysis, training, payroll, compensation, benefits administration and labor relations; prepare policies and procedures, and perform special projects as assigned.

REPRESENTATIVE DUTIES

- Coordinate with department representatives and prepare recruitment and selection programs, including written tests, practical examinations and interview questions. Participate as a member of interview panels and assist with other human resources selection activities as assigned, screen and score applications.
- Prepare and maintain a variety of records, files, reports, eligibility lists and certifications relative to Human Resources functions; organize and oversee comprehensive records related to human resources administration; assure proper storage, organization and retrieval of information.
- Prepare, coordinate and participate in various training sessions, workshops and classes for individuals and employee groups.
- Investigate, interpret and administer legal compliance issues, and provide staff training on compliance issues as may be necessary.
- Assure compliance with City human resources policies and procedures, and a variety of State and Federal laws concerning employment, benefits and human resources administration.
- Research, draft, update human resources policies, procedures, programs and systems for administrative review.
- Conduct job analysis and classification studies and recommend appropriate position classification; collect, review and analyze position information and present classification recommendations; prepare and revise class specifications.

- Research and analyze salary data and draft recommendations on wage and salary administration; assist in the design and conduct salary surveys and compensation studies and analyze compensation data; provide information to other agencies and jurisdictions.
- Respond to and answer inquiries regarding policies and procedures, salary information, ordinances, and employee benefits.
- Perform related duties as assigned.

(Representative duties are intended to present a descriptive range of essential duties performed by employees in this classification and may not reflect all of the duties performed in the job.)

MINIMUM REQUIREMENTS

Any combination equivalent to: bachelor's degree in business, public administration, human resources management or related field and two years of human resources experience involving, recruiting, testing, classification, compensation, and related human resources experience. Public Sector experience preferred.

WORKING CONDITIONS

Work is performed in an office environment.

SELECTION PROCEDURE

- Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application packet and answering the supplemental questionnaire will be invited to participate further in the selection process.
- The business software application test will consist of a Basic Word, Basic Excel and a Proofreading I exam, requiring a combined passing score of 70%. Additional advisory test includes a writing assignment.
- The most qualified applicants passing all phases of the skills tests will be scheduled for an oral board weighted at 100% and requiring 70% to pass. Following the competitive process, an eligibility list may be established. The top candidates on the eligibility list may advance for further consideration.

Applicants invited to participate in the selection process, who require ADA accommodation, are asked to notify HR & RM at the time they are scheduled for testing. Healthcare provider documentation, attesting to accommodation requirements, shall be required prior to testing.

VETERAN'S PREFERENCE

In accordance with RCW 41.04, veterans who meet criteria for Veteran's In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application along with the Veterans Status form. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. **EOE. 11/07/bcs**